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**Orange County Transportation Authority:** Lou Correa, County of Orange

**Riverside County Transportation Commission:** Robin Lowe, Hemet

**Ventura County Transportation Commission:** Keith Millhouse, Moorpark

559 05.09.06

## MEETING OF THE

# ADMINISTRATION COMMITTEE

**Thursday, January 4, 2007  
9:00 a.m. – 10:00 a.m.**

**SCAG Offices  
818 West 7<sup>th</sup> Street, 12<sup>th</sup> Floor  
Conference Room San Bernardino  
Los Angeles, CA 90017  
213.236.1800**

If members of the public wish to review the attachments or have any questions on any of the agenda items, please contact Lisa Taylor at 213.236.1891 or [taylorl@scag.ca.gov](mailto:taylorl@scag.ca.gov)

Agendas and Minutes for the Administration Committee are also available at:

[www.scag.ca.gov/committees/ac.htm](http://www.scag.ca.gov/committees/ac.htm)

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## **Administration Committee Membership**

*January 2007*

<b>Member</b>	<b>Representing</b>	<b>Affiliation</b>
Aldinger, Jim	Manhattan Beach	SBCCOG
Baldwin, Harry	San Gabriel	TCC
Becerra, Glen	Simi Valley	Ventura County
Bowlen, Paul	Cerritos	CEHD
Burke, Yvonne	Los Angeles	President
Dixon, Richard	Lake Forest	Officer
Edney, Jon	El Centro	CEHD
Loveridge, Ronald	Riverside	Riverside County
Lowenthal, Bonnie	Long Beach	TCC
Masiel, Andrew	Pechanga Band of Luiseno Mission Indians	Appointed
O'Connor, Pam	Santa Monica	Appointed
Ovitt, Gary	San Bernardino	Officer
Parks, Bernard	Los Angeles	Appointed
Pettis, Greg	Cathedral City	CVAG
Roberts, Ron	Temecula	WRCOG
Smith, Greig	Los Angeles	Los Angeles
Wapner, Alan	Ontario	SANBAG
Washburn, Dennis	Calabasas	EEC
Young, Toni	Port Hueneme	EEC

# ADMINISTRATION COMMITTEE

## AGENDA

	PAGE #	TIME
<i>"Any item listed on the agenda (action or information) may be acted upon at the discretion of the Committee."</i>		
1.0 <b><u>CALL TO ORDER &amp; PLEDGE OF ALLEGIANCE</u></b>		
		Hon. Toni Young, Chair
2.0 <b><u>PUBLIC COMMENT PERIOD</u></b>		
Members of the public desiring to speak on an agenda item or items not on the agenda, but within the purview of the Committee, must fill out and present a speaker's card to the Assistant prior to speaking. A speaker's card must be turned in before the meeting is called to order. Comments will be limited to three minutes. The chair may limit the total time for all comments to twenty (20) minutes.		
3.0 <b><u>REVIEW and PRIORITIZE AGENDA ITEMS</u></b>		
4.0 <b><u>CONSENT CALENDAR</u></b>		
4.1 <b><u>Approval Item</u></b>		
4.1.1 <u>Minutes of December 14, 2006 Meeting Attachment</u>	1	
4.1.2 <u>Resolution 07-482-1 authorizing SCAG to accept Blueprint Planning Grant Funds Attachment</u>	6	
4.1.3 <u>Use of SCAG logo for Caltrans Transit Security Seminar Attachment</u>	10	
4.2 <b><u>Receive and File</u></b>		
4.2.1 <u>Contracts/Purchase Orders \$5,000 to \$250,000 and MOUs Between \$5,000 to \$250,000 Attachment</u>	14	
4.2.2 <u>FY 06 Comprehensive Annual Financial Report Attachment</u>	24	

# ADMINISTRATION COMMITTEE

## AGENDA

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			PAGE #	TIME
5.0	<b><u>ACTION ITEMS</u></b>			
5.1	<u>Sponsorship of the 2007 California Delegation Reception</u>	Don Rhodes, SCAG Staff	25	5 minutes
5.2	<u>Regional Council Day Activities/ Upcoming Issues Workshop</u>	Mark Pisano, Executive Director		30 minutes
6.0	<b><u>INFORMATION ITEMS</u></b>			
6.1	<u>CFO Monthly Financial Report for October/November2006 Attachment</u>	Wayne Moore, CFO	27	5 minutes
6.2	<u>Status of Subregional Audits</u>	Wayne Moore, CFO		5 minutes
7.0	<b><u>FUTURE AGENDA ITEMS</u></b>			
	Any Committee members or staff desiring to place items on a future agenda may make such request. Comments should be limited to three (3) minutes.			
8.0	<b><u>ANNOUNCEMENTS</u></b>			
9.0	<b><u>ADJOURNMENT</u></b>			
	The next meeting of the Administration Committee will be held on Thursday, February 1, 2007 in the SCAG offices in downtown Los Angeles.			

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**SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS  
ADMINISTRATION COMMITTEE  
December 14, 2006**

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**MINUTES**

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**THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE ADMINISTRATION COMMITTEE. AUDIO CASSETTE TAPE OF THE ACTUAL MEETING IS AVAILABLE FOR LISTENING IN SCAG'S OFFICE.**

The Administration Committee held its meeting at SCAG Offices, Downtown, Los Angeles, CA. The meeting was called to order by Toni Young, Chair, Port Hueneme. There was a quorum.

**Members Present**

Aldinger, Jim	City of Manhattan Beach
Baldwin, Harry	City of San Gabriel
Burke, Yvonne	County of Los Angeles
Clark, Margaret	City of Rosemead
Edney, Jon	City of El Centro
Loveridge, Ronald	City of Riverside
Nowatka, Paul	City of Torrance
Ovitt, Gary	County of San Bernardino
Parks, Bernard	City of Los Angeles
Roberts, Ron	City of Temecula
Wapner, Alan	City of Ontario
Young, Toni (Chair)	City of Port Hueneme

**Members Not Present**

Becerra, Glenn	City of Simi Valley
Bowlen, Paul	City of Cerritos
Dixon, Richard	City of Lake Forest
Lowenthal, Bonnie	City of Long Beach
Masiel, Andrew	Pechanga Band of Luiseno Mission Indians
O'Connor, Pam	City of Santa Monica
Pettis, Greg	City of Cathedral City
Washburn, Dennis (Vice Chair)	City of Calabasas

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SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS  
ADMINISTRATION COMMITTEE  
December 14, 2006

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**MINUTES**

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**1.0 CALL TO ORDER & PLEDGE OF ALLEGIENCE**

Hon. Toni Young, Chair, Port Hueneme, called the meeting to order at 9:05 a.m.

**2.0 PUBLIC COMMENT PERIOD**

None.

**3.0 REVIEW and PRIORITIZE AGENDA ITEMS**

Item 4.1.3 was pulled for discussion.

**4.0 CONSENT CALENDAR**

**4.1 Approval Item**

4.1.1 Minutes of November 2, 2006

4.1.2 Contracts Over \$250,000

4.1.3 Contract Amendments Over \$75,000

Lantz asked for clarification of the System Metrics contract totals.

4.1.4 The 2007 National Alternative Fuels and Vehicles Conference and Expo

**4.2 Receive and File**

4.2.1 Purchase Orders/Contracts \$5,000 to \$250,000 and MOUs Between \$5,000 to \$250,000

4.2.2 2007 Meeting Calendar for the Administration & Policy Committees and the Regional Council

Motion was made (Aldinger) to approve the Consent Calendar. Motion was seconded (Loveridge) and unanimously approved.

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SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS  
ADMINISTRATION COMMITTEE  
December 14, 2006

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**MINUTES**

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**5.0    ACTION ITEMS**

**5.1    Final Version of Delegation Agreement re: RHNA**

Joanne Africa, reported that the Delegation Agreement was revised to clarify the language including funding provisions to subregions accepting delegation and indemnification. She also asked the Committee to authorize the Executive Director to sign the agreement on the behalf of SCAG and to approve the deadline of January 31, 2007.

Motion was made (Edney) to approve Final Version of the Delegation Agreement.  
Motion was seconded (Ovitt) and unanimously approved. Clark abstained.

**5.2    RHNA Budget Report**

Wayne Moore, CFO, requested permission to use an additional \$200,000 in general funds to continue funding for the Regional Housing Needs Allocation (RHNA) project. It is believed that the funds will extend through March and complete a majority of the RHNA process, after which time, the final budget for RHNA will be reviewed in light of the resources needed to address subsequent appeals process.

Motion was made (Edney) to approve the funds needed to continue the RHNA, Motion was seconded (Roberts) and unanimously approved.

**5.3    Extension of Contracts for State & Federal Lobbyist Until June 30, 2007**

Don Rhodes, SCAG, explained that SCAG currently has contracts for representation at the state and federal level that are for multiple years and renewed each year. The firms have agreed to extend the contracts to the beginning of the fiscal year.

Motion was made (Baldwin) to approve the extension. Motion was seconded (Edney) and unanimously approved.

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SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS  
ADMINISTRATION COMMITTEE  
December 14, 2006

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**MINUTES**

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**5.4**    Personnel Committee

**5.4.1**   Merit Pay Program -- Extend Pilot Status through July 2007

Debbie Dillon, SCAG Staff, provided the Committee with a brief summary of the Merit Pay Program. Since the program began there has been a noticeable improvement in the written content of evaluations, employee performance, and overall organizational performance. The goal during the remainder of the pilot status is to refine the rating criteria and integrate continuous improvement and activities.

Motion was made (Baldwin) to approve the extension. Motion was seconded (Edney) and unanimously approved.

**6.0**    INFORMATION ITEMS

**6.1**    Audit Committee Report

None

**6.2**    CFO Monthly Financial Reports for July 2006

Wayne Moore, CFO, reported:

- The completion of the Comprehensive Annual Financial Report. A draft was presented to the Audit Committee in November and the final report should be ready for distribution by mid December 2006. The report will be presented to the Regional Council in January 2007.
- Receipt of actuarial reports on post retirement health care benefits that must be addressed in FY 08/09. The staff is doing an early analysis of the reports and will provide the Audit Committee with ongoing status of staff work.
- Budgets and Grants staff is working on the FY 07/08 Budget and reviewing proposed new initiatives from internal staff and subregions to assess the availability of funds for next year. A draft budget will be presented to the Regional Council in February 2007.
- Completion of all the Continuing Cooperative Agreements with the subregions.
- That the hiring of a Contract Manager was in process.
- Total expenditures are approximately 10% of the budget – well within the operating budget and general fund budget.



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SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS  
ADMINISTRATION COMMITTEE  
December 14, 2006

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**MINUTES**

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**7.0    FUTURE AGENDA ITEMS**

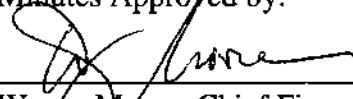
**8.0    ANNOUNCEMENTS**

**9.0    ADJOURNMENT**

Hon. Toni Young, Chair, adjourned the meeting at 9:40 a.m.

The next meeting will be held at the Downtown Los Angeles SCAG offices on Thursday, January 4, 2007.

Minutes Approved by:



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Wayne Moore, Chief Financial Officer  
Staff to the Administration Committee

# REPORT

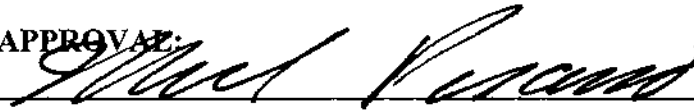
**DATE:** January 4, 2007

**TO:** Administration Committee and Regional Council

**FROM:** Wayne Moore, Chief Financial Officer  
(213) 236-1804 moore@scag.ca.gov

**SUBJECT:** Resolution #07-482-1 Authorizing SCAG to accept Blueprint Planning Grant Funds

**EXECUTIVE DIRECTOR'S APPROVAL:**



## **RECOMMENDED ACTION:**

Adopt Resolution #07-482-1 authorizing SCAG to accept \$975,000 in Caltrans Year 2 Blueprint Planning grant funds and amend the SCAG Overall Work Plan (OWP) to include the funds.

## **BACKGROUND:**

In November the Regional Council authorized SCAG to submit a renewal grant application to Caltrans for Year Two Blueprint funding to continue regional planning activities aimed at improving statewide mobility and conducting intensive comprehensive scenario planning. Caltrans made available approximately \$4 million statewide for second year funding during Fiscal Year (FY) 2006-2007. SCAG applied for \$1,100,000 in funding and has been awarded \$975,000.

In January 2006 SCAG was awarded \$1,258,450 in Blueprint Grant funds out of approximately \$5 million made available to all Metropolitan Planning Organizations (MPOs) by Caltrans. Since that time SCAG has undertaken several transit oriented development (TOD) and general plan update demonstration projects with various cities and subregions in the region. In addition, SCAG has provided a long range housing projection (2005 to 2035) in the Integrated Growth Forecast and has defined local household growth (occupied housing units) for the 2005 to 2014 Regional Housing Needs Assessment planning period at the jurisdictional level.

Concurrently, SCAG has developed new tools for assessing TOD impact on growth, development capacity/density analysis and evaluation data for the 2007 RTP. In addition, SCAG has supported several key subregional studies on mixed use potential, parking and smart growth and refinement of Compass Blueprint 2% Strategy areas in key locations across the region's transit network. Work will also begin this fiscal year on evaluating Compass benefits, and forecasting and demonstration project work will continue.

The Year 2 Blueprint Grant will fund additional Compass demonstration projects throughout the SCAG region and will also focus on measuring and evaluating Compass benefits and the impact on the environment. As with the first year Blueprint Grant, the SCAG second-year program will also stress our continued commitment to public engagement throughout our processes.

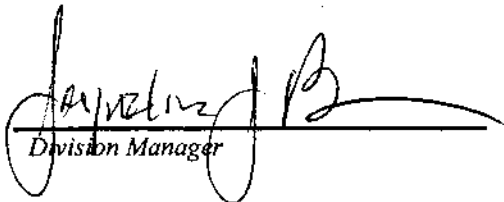
## **FISCAL IMPACT:**

The total second year Blueprint Grant project value is \$1,218,750 of which SCAG will receive \$975,000 (80%) in funding for staff and consultant work. The remaining \$243,750 (20%) is required local in-kind or cash match which SCAG will obtain from commissions, cities, and other project partners throughout the region.

# REPORT

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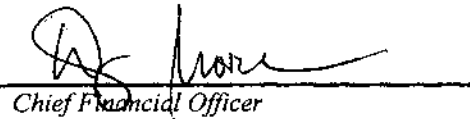
Reviewed by:

  
Division Manager

Reviewed by:

\_\_\_\_\_  
Department Director

Reviewed by:

  
Chief Financial Officer

**RESOLUTION #07-482-1 OF THE SOUTHERN CALIFORNIA  
ASSOCIATION OF GOVERNMENTS  
ACCEPTING CALIFORNIA REGIONAL BLUEPRINT PLANNING  
PROGRAM GRANT FUNDS AND AMENDING THE FY 2006-2007 OWP  
RELATED THERETO**

**WHEREAS**, the Southern California Association of Governments (SCAG) is the Metropolitan Planning Organization (MPO) for six counties: Los Angeles, Orange, San Bernardino, Riverside, Ventura, and Imperial;

**WHEREAS**, SCAG was awarded \$1,258,451 in Fiscal Year (FY) 2005-2006 for the first year of the California Regional Blueprint Planning Grant Program ("Blueprint Planning Grant") designed to support related statutory requirements, programs and guidelines that address the need for integrated planning;

**WHEREAS**, the FY 2006-2007 California State Budget includes approximately \$4 million in statewide Blueprint Planning Grant funds available only to MPOs;

**WHEREAS**, each Blueprint Planning Grant awarded by the State will require at least a 20% cash or in-kind match financed with non-federal funds;

**WHEREAS**, SCAG applied for \$1,100,000 in grant funds in November 2006; and

**WHEREAS**, Caltrans has awarded to SCAG \$975,000 in grant funds for the second year of the project, which will require \$243,750 in local matching funds.

**NOW, THEREFORE, BE IT RESOLVED** by the Regional Council of the Southern California Association of Governments as follows:

1. The Regional Council authorizes SCAG to accept and manage the second year Blueprint Planning Grant, to collaborate with other stakeholders in the grant program, and to implement the grant through the FY 2006-2007 OWP as amended.
2. The Regional Council approves and authorizes SCAG to amend the FY 2006-2007 OWP to include the Blueprint Planning Grant funds in the Fiscal Year 2006-2007 OWP;
3. SCAG pledges to secure cash or in-kind services, or both, for the matching funds necessary to receive Blueprint Planning Grant funds; and
4. The SCAG Executive Director or in his absence, the Deputy Executive Director, is hereby designated and authorized by the Regional Council to execute all related agreements and documents on behalf of the Regional Council regarding the receipt and implementation of the Blueprint Planning Grant funds.

**APPROVED AND ADOPTED** by the Regional Council of the Southern California Association of Governments at a regular meeting this 4th day of January, 2007.

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YVONNE B. BURKE  
President  
Supervisor, County of Los Angeles

Attested by:

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Mark Pisano  
Executive Director

Approved as to form:

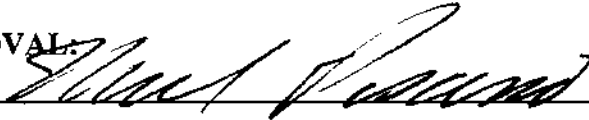
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Karen Tachiki  
Chief SCAG Legal Counsel

# REPORT

**DATE:** January 4, 2007  
**TO:** Regional Council  
**FROM:** Alan Thompson, Senior Regional Planner, 213-236-1940 thompson@scag.ca.gov  
**SUBJECT:** Use of SCAG Logo for Caltrans Transit Security Conference

**EXECUTIVE DIRECTOR'S APPROVAL:**



**RECOMMENDED ACTION:**

Authorize Caltrans to use SCAG logo as part of seminar sponsorship.

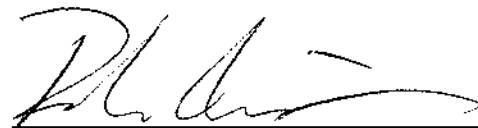
**BACKGROUND:**

Caltrans requested SCAG assist in the sponsorship of a Mass Transit Security Seminar to be held at the Long Beach Convention Center on January 25, 2007. The sponsorship is for the use of the SCAG logo in the brochure and associated seminar material.

**FISCAL IMPACT:**

No fiscal impact. Use of the logo is without charge, and Caltrans is not requesting any SCAG funds to assist in supporting the seminar.


Reviewed by:

  
Division Manager

Reviewed by:

  
Department Director

Reviewed by:

  
Chief Financial Officer



## Mass Transit Initiative

*"Mass Transit Security Seminar"*



### Invitation

The California Governor's Office of Homeland Security Exercise Branch (CA OHSEB) and California Department of Transportation (Caltrans) invite you to attend the "Mass Transit Security" Seminar scheduled on **Thursday, January 25, 2007** to kick off the state-wide Mass Transit Initiative.

#### Purpose of the Seminar:

- Bring California transit agencies (bus & passenger rail) together
- Discuss common issues and concerns regarding transit security
- Presentation on After Action Report (AAR) from 2006 Caltrans Response & Recovery Workshops
- Learn what is being done at the state and Federal level regarding transit security and funding
- Intelligence & Transit – Making the Connection

This one-day Seminar will consist of key speakers, a discussion panel and breakout sessions.

This will be the first in a series of exercises coordinated/designed by the Office of Homeland Security and Caltrans in an effort to improve capabilities to prevent or deter terrorist actions targeting mass transit systems, as well as improve response and recovery efforts following terrorist attacks or catastrophic events.

#### Who should attend?:

Transit Security professionals from all public transit agencies (bus & passenger rail), Federal, State and local agency transit security representatives.

#### Conference Details:

**Date:** Thursday, January 25, 2007  
**Time:** 8:30 am - 4:00 pm (registration begins at 8:00 am)  
**Location:** Long Beach Convention Center  
300 E. Ocean Blvd  
Long Beach, CA 90802

#### Cost:

Registration **FREE** for all participants. A working lunch will be provided at no cost.

#### Area Hotels:

See attached info

<http://www.chamberhub.com/cgi/foxweb.dll/wlx/dir/wlxdirectn?catid=1209&city=&lcZip=&client=LONGBC>

**Please RSVP by Friday, January 12, 2007 @ 5:00 pm**

Contact: Dave Torgerson at (916) 322-1740 or [david.torgerson@hs.ca.gov](mailto:david.torgerson@hs.ca.gov)



## 2006 Mass Transit Security Seminar

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### Background

Transit is a critical, high risk and high consequence national asset. Everyday transit provides mobility to millions of Americans in our most densely populated urban areas and serves the largest economical and financial centers in the nation. In one month, transit moves more passengers than U.S. airlines move in a year. Transit is designed and operated as an open environment—it is by its very nature a high risk, high consequence target for terrorists. Nationally, more than 9.5 billion passengers a year ride our transit systems. Transit subways travel under key government buildings, business centers, and harbors.

The U.S.D.O.T Office of Intelligence and Security estimated that in the 1990's transit was the target of **20 to 35 percent of terrorist attacks worldwide**. Worldwide, transit has been a frequent terrorist target, including bombings in the London and Paris subways, the sarin gas attack in Tokyo, the recent train bombings in India and bus bombings in Israel.

The transportation critical infrastructure must be secured to protect the national economy, the traveling public, and our way of life.

### Mass Transit Security Seminar

The California Governor's Office of Homeland Security and the California Department of Transportation (Caltrans) will host the first statewide "Mass Transit Security" Seminar to kick off the Mass Transit Initiative. The seminar will take place in Long, Beach, CA on **Thursday, January 25, 2007**.

The Mass Transit Initiative seeks to provide a series of exercises and technical assistance for the Mass Transit Functional Area addressing the major mass transportation systems within the State of California. The goals of this initiative are to:

- improve and exercise the capability to prevent or deter terrorist actions at mass transit systems;
- improve and exercise the capability to respond and recover from catastrophic events;
- integrate transit resources with public response to threatened or actual terrorist actions

This Seminar will bring operations and security professionals from all public transportation agencies together with State and Federal industry professionals to discuss common concerns and problems related to transit security and funding.



The Seminar will include a presentation on the After Action Report (AAR) developed following the Caltrans Response and Recovery Workshops in October of 2006. The issues identified will be discussed and addressed during this and future conferences. Caltrans will be providing technical assistance to smaller transit agencies in rural areas. OHS and Caltrans will work to integrate smaller transit agencies into future exercises.

The focus will be to identify common issues regarding transit security, as well as best practices and lessons learned. This Seminar will be the first in a series of exercises, to include a Workshop, tabletop exercises (TTX) and future full scale exercises (FSE), including opportunities for transit agencies to participate in the state-wide Golden Guardian Exercise. These exercises will focus on integrating transit agencies, first responder agencies and intelligence sources to improve networking and working relationships to enhance future prevention, protection, response and recovery efforts.

### **Conference Info**

**Date:** Thursday, January 25, 2007  
**Time:** 8:00 a.m. – 4:00 p.m.  
**Location:** Long Beach Convention Center  
300 E. Ocean Blvd  
Long Beach, CA 90802

### **Conference Topics**

#### **Overview of OHS Training & Exercise Division**

- How OHS can assist with exercises and training opportunities

#### **Overview of state-wide Mass Transit Initiative**

- Exercise series designed to improve and exercise the capability to prevent or deter terrorist actions at mass transit systems and the capability to respond and recover from catastrophic events.

#### **Intelligence and Transit - Making the Connection**

- Overview of the State Terrorism Threat Assessment Center (STTAC) and the Regional Terrorism Threat Assessment Centers (RTTAC)

#### **Transportation Security Administration (TSA)**

- Surface Transportation Security Inspector Program

#### **State and Federal Transit Funding**

- Discussion panel including state and federal agencies to discuss future transit funding
- Presentation regarding Proposition 1b

#### **Breakouts**

- Transit agencies and representatives from various Federal, state and local agencies to meet regionally to network and discuss issues related to transit security

# MEMO

**DATE:** January 4, 2007  
**TO:** Administration Committee  
Regional Council  
**FROM:** Wayne Moore, Chief Financial Officer, (213) 236-1804, moore@scag.ca.gov  
**SUBJECT:** Contracts and Purchase Orders between \$5,000 - \$250,000



## RECOMMENDED ACTION:

Information Only

## BACKGROUND:

### SCAG executed the following Contract(s) between \$5,000 and \$250,000

- Caliper Corporation \$ 85,000  
Model Network Database Management System – Phase II
- Dr. Konstadinos G. Goulias \$ 30,000  
Activity Based Travel Demand Model Feasibility Study
- Meyer, Mohaddes Associates \$113,040  
South Bay Goods Movement
- Raju Associates, Inc. \$ 22,000  
North Los Angeles Modeling Maintenance

### SCAG executed the following Purchase Order(s) between \$5,000 and \$250,000

- Act 1 Personnel Services \$20,500.00  
Temporary Staffing for Business Ops - CFO
- AT&T \$ 7,918.49  
Video Conferencing Hardware, Maintenance, and Support
- Congressional Quarterly, Inc. \$ 8,000.00  
1 Year Subscription
- Pace Lithographers, Inc. \$25,380.30  
Printing of the State of the Region 2006 Report

# MEMO

- Sapphire Technologies \$36,000.00  
Temporary Staffing – Sr. Program Analyst
- Sapphire Technologies \$37,000.00  
Temporary Staffing – ISD Vacancy
- UCLA Extension Public Policy \$10,000.00  
2006 Arrowhead Symposium Sponsorship
- Zucca Ristorante \$ 5,576.00  
SCAG Staff Holiday Luncheon

## FISCAL IMPACT:

None. Funding is available.

Reviewed by:

\_\_\_\_\_  
*Division Manager*

Reviewed by:

\_\_\_\_\_  
*Department Director*

Reviewed by:

\_\_\_\_\_  
*Chief Financial Officer*

## **CONSULTANT CONTRACT**

**Consultant:**

Caliper Corporation

**Scope:**

The Southern California Association of Governments (SCAG) serves as the Metropolitan Planning Organization (MPO) for Imperial, Los Angeles, Orange, Riverside, San Bernardino, and Ventura Counties. SCAG is the primary agency responsible for the development and maintenance of travel demand forecasting models for the SCAG Region.

SCAG has recently completed the calibration and validation of a new Regional Travel Demand Model. The new model will be used for quantitative analysis for the Regional Transportation Plan (RTP), the Regional Transportation Improvement Program (RTIP), and the Air Quality Management Plan (AQMP).

Since SCAG's new Regional Model is being implemented under the TransCad software, the regional highway and transit networks need to be converted to the TransCad platform. In Phase I of the Model Network Database Management System project, SCAG completed the development of the master network database structure, conducted a feasibility test, and recommended future improvements.

The purpose of this project, Phase II of the Model Network Database Management System, is to ensure the accuracy and consistency among highway and transit networks used in RTP, RTIP, and AQMP scenarios across various horizon years.

Caliper Corporation will review and incorporate the recommendations from Phase I of the project into Phase II. As part of the Model Network Database Management System, Caliper Corporation will provide on-going TransCAD software training and technical support; therefore SCAG staff can use the TransCAD software and the tools developed from the project more efficiently.

Caliper Corporation will also need to work with the SCAG's GIS staff to integrate existing database into the network. The highway and transit networks developed through the application of the software should be compatible with the SCAG's new modeling software and should be accessible via other widely used GIS software like Arcview.

SCAG is in the process of purchasing the GDT network. Caliper corporation will develop a methodology to incorporate updates received from the GDT vendor on a regular basis. The updated network needs to be tested and validated.

Caliper Corporation will develop a method for creating a comprehensive database that encompasses both the regional highway and transit networks. The method should be thoroughly tested against every conceivable RTP/ RTIP projects. Any errors will be appropriately corrected.

<b>Contract Amount:</b>	Total not to exceed	\$85,000
	Caliper Corporation (prime)	\$75,400
	Eco & Associates, Inc. (subcontractor)	\$ 9,600

**Contract Period:** Notice to Proceed through June 30, 2007

<b>Work Element:</b>	06-070.SCGC06	\$85,000	Funding Sources: Consolidated Planning Grant – FHWA & TDA
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**Request for Proposal:** SCAG staff notified 164 pre-qualified firms of the release of RFP No. 07-034. The RFP was also advertised on Lawley Publications' website, the Planning Magazine's website, and posted on SCAG's bid management system. One proposal was received in response to the solicitation:

Caliper Corporation (1 subcontractor)	\$85,000
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**Selection Process:** The Proposal Review Committee (PRC) evaluated the one proposal in accordance with the criteria set forth in the RFP, and the selection process was conducted in a manner consistent with all applicable Federal and State contracting regulations.

The PRC was comprised of the following individuals:

Chao Wei, Senior Transportation Engineer, Caltrans District 7  
Deng Bang Lee, Manager of Modeling Division, SCAG  
Mike Ainsworth, Lead Modeling Analyst, SCAG  
Hsi-Hwa Hu, Modeling Analyst, SCAG

**Basis for Selection:** Each PRC member independently reviewed the proposal submitted by Caliper Corporation. Caliper's proposal met the requirements described in the RFP. The PRC committee recommended Caliper Corporation for the contract award because of the firm's qualifications to fulfill the requirements of the project.

Caliper Corporation completed Phase I of the Model Network Database Management System. The level of Caliper's work on this project is outstanding. For the Phase I project, Caliper developed an early version of network and database management tool that solves many of the data management problems related to coding multi-year, multi-project and multi-scenario networks.

Since the master network tool works exclusively in the TransCAD environment, very few consulting firms possess the knowledge of both TransCAD software and the concept of master network database, which is essential to this project. Caliper Corporation is the developer of the TransCad software and has completed Phase I of the Model Network Database Management System. This company is well qualified to work on the Phase II project.

In addition to delivering all of the project requirements specified in the RFP, Caliper Corporation agrees to assist SCAG in further developing and refining the master network tool to match SCAG's needs more fully, enhancing the data on which the new model is based, and assisting SCAG in learning the TransCAD software.

## **CONSULTANT CONTRACT**

**Consultant:**

Dr. Konstadinos G. Goulias

**Scope:**

The Southern California Association of Governments (SCAG) serves as the Metropolitan Planning Organization (MPO) for Imperial, Los Angeles, Orange, Riverside, San Bernardino, and Ventura counties. The Region encompasses a population of more than 16 million people in an area exceeding 38,000 square miles. As the MPO for the Region, SCAG is responsible for transportation planning and programming for the six county Southern California area. SCAG collaborates with the California Department of Transportation, county transportation commissions, and other agencies in the Region that perform transportation planning and analyses.

SCAG is the primary agency responsible for the development and maintenance of travel demand forecasting models for the SCAG Region. SCAG has been developing and improving these travel demand forecasting models since 1967. SCAG applies the models to provide state of the practice quantitative analysis for the Regional Transportation Plan (RTP), the Regional Transportation Improvement Program (RTIP), and the Air Quality Management Plan (AQMP). The Model is also used to evaluate major transportation proposals within the Region. The Regional Model is typically updated and validated for each cycle of the RTP. Most recently, SCAG, working together with its CTC partners, has undertaken an ambitious Model Improvement Program to upgrade the Regional Travel Demand Model. SCAG's on-going Model Improvement Program focuses on both passenger carrying vehicles (light and medium duty) and heavy-duty trucks. Activity based models are considered the state-of-the-art in travel demand modeling. Long preferred over the standard four-step models by academia, they have recently been implemented in places such as New York City; San Francisco; Portland, Oregon; and Columbus, Ohio. The focus of activity based models is on people who are performing activities which create the need for travel. The objective of this project is to explore the feasibility of activity based travel demand modeling for Southern California. This project will evaluate the benefits of an activity based modeling approach and determine if its success could be replicated in the SCAG region. The selected Consultant will conduct a literature review for the activity based modeling, review current applications from other MPOs, and develop strategies and scope of work for implementing an activity based travel demand model. The product of the project would be summary of findings from literature review, report of current MPO applications, and strategies for implementing the activity based travel demand model. The Final Report will contain the benefits of the project and the difficulties of implementing activity based models to the SCAG region. Also included will be an estimation of the total

cost of implementing an activity based model, a schedule, and data requirements.

**Contract Amount:** Total not to exceed \$30,000

**Contract Period:** Notice to Proceed through June 30, 2007

**Work Element:** 07-070.SCGC8 \$30,000 Funding Sources: Consolidated Planning Grant – FHWA

**Request for Proposal:** SCAG staff notified 135 pre-qualified firms of the release of RFP No. 06-046. The RFP was also advertised on Lawley Publications' website, the Planning Magazine's website, and posted on SCAG's bid management system. The following proposal was received in response to the solicitation:

Konstadinos G. Goulias, Ph.D. \$30,000

**Selection Process:** The Proposal Review Committee (PRC) evaluated the proposal in accordance with the criteria set in the RFP, and the selection process was conducted in a manner consistent with all applicable Federal and State contracting regulations.

The PRC was comprised of the following individuals:

Keith Killough, Director on Information Services, SCAG  
His-Hwa Hu, Modeling Analyst, SCAG  
Guoxiong Huang, Senior Modeling Analyst, SCAG  
Michael Ainsworth, Lead Modeling Analyst, SCAG  
Chao Wei, Senior Transportation Engineer, Caltrans District 7

**Basis for Selection:** Each PRC member independently reviewed the proposal submitted by Dr. Konstadinos G. Goulias. Dr. Goulias' proposal meets the requirements described in the RFP. The PRC committee recommended Dr. Konstadinos G. Goulias for the contract award because of his firm's strong qualifications to fulfill the requirements of the project. Dr. Goulias is an expert in many aspects of transportation modeling and is active on several national modeling committees/panels. He has extensive knowledge and experience in activity based travel demand modeling concept and application. He is willing and able to meet the highly demanding requirements of this project within a very limited budget. In addition, Dr Goulias has a good understanding of the SCAG Region and the potential modeling challenges the Region faces. He is based in Southern California and should be very accessible throughout the process. He is committed to exploring for SCAG the feasibility of an activity based travel demand model for the Region. He will develop strategies for implementing such models in the SCAG region as well as building the evaluation framework.



## **CONSULTANT CONTRACT**

**Consultant:** Meyer, Modhaddes Associates

**Scope:** The South Bay Cities Council of Governments (SBCCOG) seeks to conduct a study to help the SBCCOG and its cities make informed choices as to strategies for mitigating current and future impacts resulting from goods movement through the South Bay subregion as well as support South Bay's economic interests by improving the efficiency and reliability of the goods movement system. In addition, the SBCCOG wishes to gain an understanding of the implications for the South Bay of goods movement strategies being pursued in the Gateway Cities' subregion and elsewhere in Los Angeles County, the region, and State.

The consultant will establish a baseline for current goods movement conditions in the SBCCOG subregion through numerous tasks; analyze truck trip generators in the subregion, and create maps related to existing goods movement infrastructure and freight flows; investigate issues related to infrastructure; compile and compare data from multiple sources to establish the number, sizes, types, and regional clustering of warehouse/distribution facilities in the South Bay; and conduct two focus groups to obtain information on current goods movement challenges.

The consultant will identify potential projects that could affect the South Bay in terms of congestion, air quality, and other measures. The consultant will also create a portfolio listing goods movement projects that will maintain or improve the economic vitality of the South Bay subregion. It will also identify and prioritize projects and policies for the subregion over the five-to-ten year horizon so that proposed improvements will be well-positioned to complete plans, specifications, estimates, and other planning documents necessary for inclusion in the State Transportation Improvement Program (STIP) and for consideration in the Los Angeles County Metropolitan Transportation Authority's (LACMTA) Call-for-Projects process.

<b>Contract Amount:</b>	<b>Total not to exceed</b>	<b>\$113,040</b>
	Meyer, Mohaddes Associates (prime)	\$83,090
	The Tioga Group, Inc. (subcontractor)	\$29,950

**Contract Period:** November 20, 2006 through June 30, 2007

<b>Work Element:</b>	07-130.SBCC1	\$113,040	Funding Sources: Consolidated Planning Grant – FTA
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**Request for Proposal:** SCAG staff notified 433 pre-qualified firms of the release of RFP No. 07-050. The RFP was also advertised on Lawley Publications' website, the Planning Magazine's website, and posted on SCAG's bid management system. The following one proposal was received in response to the solicitation:

Meyer, Mohaddes Associates (1 subcontractor) \$114,935

**Selection Process:** The Proposal Review Committee (PRC) evaluated the one proposal in accordance with the criteria set forth in the RFP, and the selection process was conducted in a manner consistent with all applicable Federal and State contracting regulations. Interviews were held with the one offeror.

The PRC was comprised of the following individuals:

Jacki Bacharach, Executive Director, SBCCOG  
Walter Siembab, Special Projects, SBCCOG  
Don Camph, Transportation Consultant, SBCCOG  
Farrokh Abolfathi, Principal Civil Engineer, City of Carson  
Wendell Johnson, City Engineer, City of Lomita  
Kathleen Wanda, Sr. Transportation Planner, Caltrans Dist. 7  
Philbert Wong, Associate Transportation Planner, SCAG  
Mike Jones, Assistant Transportation Planner, SCAG

**Basis for Selection:** The PRC committee recommends Meyer, Mohaddes Associates for the contract award because of the firm's qualifications to fulfill the requirements of the project. Meyer, Mohaddes Associates is willing and able to meet the demanding requirements of this project within the determined budget and schedule.

Meyer, Mohaddes Associates has substantial experience with projects requiring traffic counts, and has performed a considerable amount of goods movement modeling work in the past.

They are very knowledgeable about key goods movement issues facing the South Bay subregion. They have performed many similar studies including the precursor to this study titled "South Bay Truck Movement/Freight Operations Study" as well as other specialized goods movement studies along with their subcontractor, the Tioga Group, which has conducted multiple goods movement studies for SCAG.

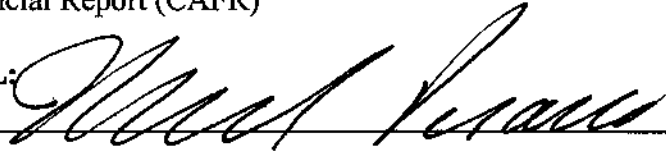
Applicable studies involving Meyer, Mohaddes Associates include participation in the development of the South Bay Regional Comprehensive Plan-Phase II, an analysis for Gateway Cities I-710 Mobility and Goods Movement, and the Gateway Cities Trucking Study among many others.

They are qualified to fulfill the overall objective of this study, which is to help the SBCCOG and its cities make informed choices to mitigate current and future negative impacts resulting from goods movement while supporting the subregion's economic interests by improving the efficiency and reliability of goods movement and gaining an understanding of strategies being pursued in the County, region, and State.

# REPORT

**DATE:** January 4, 2007  
**TO:** Regional Council and Administration Committee  
**FROM:** Wayne Moore  
**SUBJECT:** Comprehensive Annual Financial Report (CAFR)

**EXECUTIVE DIRECTOR'S APPROVAL:**



## RECOMMENDED ACTION:

Receive and File

## BACKGROUND:

Pursuant to the Single Audit Act, SCAG is required to have an annual audit performed of its financial statements. The audit for the year ended June 30, 2006 was conducted by the firm of Vasquez & Co.

Vasquez & Co. have completed the audit and issued an unqualified opinion. Their opinion states that the financial statements present fairly the respective financial position of SCAG's governmental activities, each major fund, and the aggregate remaining fund information of SCAG as of June 30, 2006, and the respective changes in financial position thereof in conformity with U.S. generally accepted accounting principles.

## FISCAL IMPACT:

Fees for the audit engagement are included in the fiscal year budget.

Reviewed by:

  
\_\_\_\_\_  
Division Manager

Reviewed by:

  
\_\_\_\_\_  
Chief Financial Officer

# REPORT

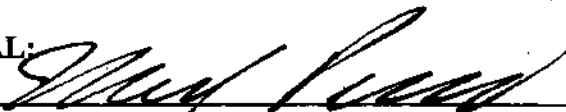
**DATE:** January 4, 2007

**TO:** Regional Council  
Administration Committee

**FROM:** Don Rhodes, Manager, Government Affairs, (213)-236-1840

**SUBJECT:** Sponsorship of the 2007 California Congressional Delegation Reception

**EXECUTIVE DIRECTOR'S APPROVAL:**



## RECOMMENDED ACTION:

SCAG to co-sponsor the 2007 California Congressional Delegation Reception in Washington, D.C. during the annual APTA Legislative Conference in March, 2007, in a maximum amount of \$5,000.00.

## BACKGROUND:

SCAG has been asked to co-host a California reception during the annual APTA Legislative Conference in Washington, D.C., tentatively scheduled for Tuesday, March 13, 2007, at 6:00 pm in the House Transportation and Infrastructure Committee Room, Rayburn House Office Building.

The reception will follow on the heels of the Surface Transportation Commission Hearing (the SAFETEA-LU '1909' Commission) held in Southern California on February 21-22, and SCAG's federal consensus trip to Washington, D.C. on February 27-March 1. The Mobility 21 trip to Washington, D.C., will shortly follow on March 26-29. Thus, the event is well-timed and is an excellent opportunity not only to initiate direct contact with key decision makers of the 110<sup>th</sup> Congress regarding California's complex transportation and infrastructure challenges, but also to deliver a consistent, repetitive message of regional consensus on the needs and solutions to meet those challenges.

All current and new California Congressional members and their transportation staff are invited to the reception, as well as the Chair and Ranking Members of the House and Senate Appropriations and Reauthorizing Committees. On the House side, the Democratic California Congressional membership on the important Appropriations Committee has expanded from two to five, with Reps. Barbara Lee (Oakland), Adam Schiff (Burbank), and Mike Honda (San Jose) joining Reps. Sam Farr (Carmel) and Lucille Roybal-Allard (Los Angeles), on this key money-spending panel. Representatives Honda, Millender-McDonald, and Roybal-Allard have attended this reception in prior years and we expect large attendance from the new majority members this year, including the incoming Chair of the House Transportation and Infrastructure Committee, Rep. James L. Oberstar (D-MN), with whom SCAG has enjoyed a good working relationship in the past. On the Republican side, we are indeed fortunate that Rep. Jerry Lewis (Redlands) from our region will remain the Ranking Republican in the 110th Congress, and Rep. John Doolittle (Granite Bay) will sit on the Committee as well.

# REPORT

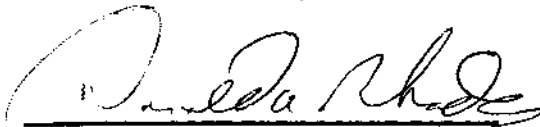
The reception is tentatively scheduled at the House Transportation and Infrastructure Committee Room, 2165 Rayburn House Office Building, Washington, D.C., on Tuesday, March 13, 2007, from 6-8 pm. The suggested sponsorship donation is up to but no more than \$5,000.00 per agency, however, the actual amount will be based upon the cost of the event and will be determined at a later date. Other than the Metropolitan Transportation Commission (MTC), which donates \$25,000.00 to sponsor this reception, the remaining cost is borne among the transportation agencies. All participating agencies are requested to sign a Memorandum of Understanding which sets forth their shared responsibility to co-sponsor the event. Other large transportation agencies in addition to SCAG that have sponsored this reception in the past include LACMTA, OCTA, RCTC, SANBAG, SCRRA, VCTC, and SANDAG.

At the January 2006 meeting of the Administrative Committee, members authorized SCAG to co-sponsor the 2006 California Congressional Delegation Reception in the amount of \$6,000.00. Thus, this request for co-sponsorship of the 2007 reception is consistent with the SCAG's past practice of co-sponsoring this event.

## FISCAL IMPACT:

All funds related to co-sponsorship of the California Congressional Delegation Reception is contained within the adopted FY 07-08 budget and does not require the allocation of any additional financial resources.


Reviewed by:

  
Division Manager

Reviewed by:

 for  
Department Director

Reviewed by:

  
Chief Financial Officer

# MEMO

**DATE:** January 4, 2007  
**TO:** Administration Committee and Regional Council  
**FROM:** Wayne Moore, Chief Financial Officer, (213) 236-1804, moore@scag.ca.gov  
**SUBJECT:** CFO Monthly Report for November/December 2006

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## **BACKGROUND:**

### **Accounting:**

During the months of November and December, the Accounting division initiated the following improvement projects:

1. Treasury Operations:
  - a. Utilizing "Check 21" (i.e., scanning incoming checks on site and transmitting them electronically to the bank);
  - b. Employing a check signing machine for checks less than \$10,000;
  - c. Improving investment returns by using a sweep account at Bank of the West and moving surplus cash more frequently to the LAC pool; and
  - d. Developing anti-fraud measures by using "Positive Pay," (i.e., providing the bank with a list of check numbers and amounts issued so they can stop any check presented for payment that is not on the list).
2. Investigation of alternative payroll processing services. We are comparing our current provider, ADP, with alternative providers.
3. Exploring our options with respect to SAP, (i.e., upgrade, go on extended maintenance, or get a new software system).

The Audit Committee will be provided more information at the February 2007 meeting regarding our analysis of GASB 45 reporting and funding issues. We are developing policies and proposals with respect to retiree medical benefits and fine-tuning the actuarial study.

The CAFR was distributed the week of December 18, 2006 for the January 4, 2007 meeting.

We submitted an application to the GFOA this month for the Certificate of Achievement for Excellence in Financial Reporting for our FY06 CAFR.

# MEMO

## Budget and Grants:

During November and December, the Budget and Grants division accomplished the following: Amendment #2 to the FY07 OWP was approved by Caltrans and submitted to FHWA for final authorization; continued preparation of Amendment #3 scheduled for a late, January submittal; finalized the Blueprint Planning Grant resolution authorizing the new grant award; completed compilation of the FY07-08 OWP draft submittals, conducted internal review to further refine the FY07-08 program work proposals; and began preparation of the FY06-07 2<sup>nd</sup> Quarterly Progress Report.

## Contracts:

During the month of November the Contracts division executed and issued a Notice to Proceed for five contracts, executed two Contract Amendments, executed three Continuing Cooperative Agreements and one Amendment for the Subregions, and posted six RFP's. We also began the transition of Purchasing activities from the Business Operations Division for the multi-year Photo Copier re-procurement and the Records Retention Implementation Project.

## FISCAL IMPACT:

There is no fiscal impact.

Reviewed by:

  
Chief Financial Officer



**Southern California Association of Governments**  
**Total Budget vs. Actual Expenditures and Encumbrances**  
**For the Five Months Ending November 30, 2006**

Line Item Description	a Original Budget	b Approved Changes	c Pending Changes	(a+b+c) d Forecasted Budget	e Expenditures	f Encumbrances	(d-e-f) g Budget Balance	h % Budget Remaining
Salaries and Fringe Benefits	\$15,293,452	(\$46,371)	436,377	\$15,683,458	\$5,351,884	\$ 226,676	\$10,104,898	64%
Consultants & Professional Services	17,799,082	(191,285)	44,500	17,652,297	1,762,401	14,172,913	\$1,716,983	10%
Sub Region Consultants & Staff Projects	4,268,112	(175,000)	22,592	4,115,704	16,542	3,840,099	\$259,063	6%
Direct & Indirect Costs	5,379,519	(87,300)	(200,000)	5,092,219	1,602,788	1,351,542	\$2,137,889	42%
All Other	3,875,094	118,707	\$ -	3,993,801	272,312	-	\$3,721,489	93%
<b>Total</b>	<b>\$ 46,615,259</b>	<b>\$ (381,249)</b>	<b>\$ 303,469</b>	<b>\$ 46,537,479</b>	<b>\$ 9,005,927</b>	<b>\$ 19,591,230</b>	<b>\$ 17,940,322</b>	<b>39%</b>

- 1) Encumbrances are the remaining balances of contracts or purchase orders and are used for project budgeting purposes only.
- 2) OWP Admin Amend 1 approved by Caltrans on August 15, 2006.
- 3) OWP Admin Amend 2 approved by Caltrans on December 7, 2006, awaiting FHWA approval.
- 4) General Fund budget changes due to RHNA staff and travel.

**Southern California Association of Governments**  
**General Fund Budget vs. Actual Expenditures and Encumbrances**  
**For the Five Months Ending November 30, 2006**

Line Item Description	a Original Budget	b Approved Changes	c Pending Changes	(a+b+c) d Forecasted Budget		e Expenditures	f Encumbrances	(d-e-f) g Budget Balance	h % Budget Remaining
Salaries and Fringe Benefits	\$100,000	\$ 90,000	\$ 200,000	\$ 390,000	\$ -	\$166,437	\$ -	\$223,563	57%
Consultant and Professional Services	513,050	-	-	513,050	-	65,491	302,400	\$145,159	28%
Regional Council (RC) Support	304,800	35,000	-	339,800	-	63,055	10,377	\$266,368	78%
RC Special Projects and Sponsorships	109,800	-	-	109,800	-	512	73,949	\$35,339	32%
All other Budget Categories	493,953	(125,000)	(200,000)	168,953	-	10,081	10,000	\$148,872	88%
<b>Total</b>	<b>\$ 1,521,603</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,521,603</b>	<b>\$ -</b>	<b>\$ 305,576</b>	<b>\$ 396,726</b>	<b>\$ 819,301</b>	<b>54%</b>

1) Encumbrances are the remaining balances of contracts or purchase orders and are used for project budgeting purposes only.

2) General Fund budget changes due to RHNA staff and travel.

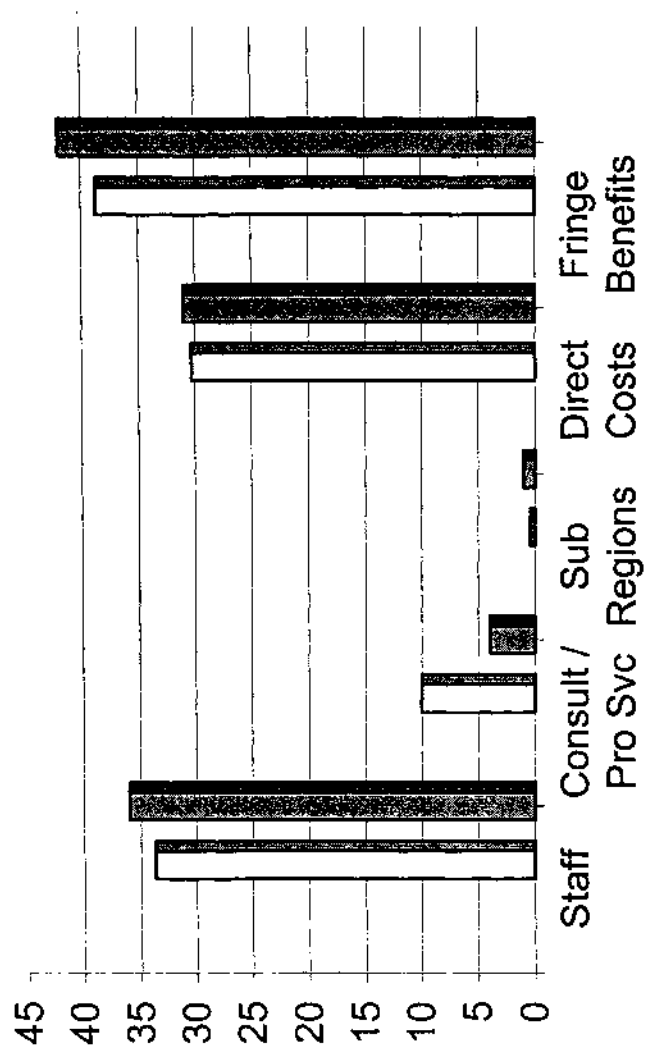
**Budget v. Actual and Encumbrances  
Through November - 42% of Year**

	Original Budget	Budget Changes	Revised Budget	Yr to Date Expenditures Thru Nov	Balance	Pct of Bud	Encum- brances	YTD Expenditures Plus Encumbrs	Balance	Pct of Bud
<b>Staff</b>										
Salaries	10,605,287	11,629	10,616,916	3,488,355	7,128,561	33%	-	3,488,355	7,128,561	33%
Temporary Help	395,920	(58,000)	337,920	202,930	134,990	60%	226,876	429,806	(91,686)	127%
	<b>11,001,207</b>	<b>(46,371)</b>	<b>10,954,836</b>	<b>3,691,285</b>	<b>7,263,551</b>	<b>34%</b>	<b>226,876</b>	<b>3,917,961</b>	<b>7,036,875</b>	<b>36%</b>
<b>Consultant / Professional Services</b>										
SCAG Consultant	17,254,082	(186,785)	17,067,297	1,720,272	15,347,025	10%	13,988,732	15,709,004	1,358,293	92%
Legal Services	535,000	-	535,000	40,129	494,871	8%	176,881	216,810	318,190	41%
Professional Services	10,000	(4,500)	5,500	2,000	3,500	36%	7,500	9,500	(4,000)	173%
	<b>17,799,082</b>	<b>(191,285)</b>	<b>17,607,797</b>	<b>1,762,401</b>	<b>15,845,396</b>	<b>10%</b>	<b>14,172,913</b>	<b>15,935,314</b>	<b>1,672,483</b>	<b>91%</b>
<b>Sub Regions</b>										
Subregional Consultant	3,021,696	(73,000)	2,948,696	16,542	2,932,154	1%	2,722,585	2,739,127	209,569	93%
Subregional Staff Projects	1,246,416	(102,000)	1,144,416	0	1,144,416	0%	1,117,514	1,117,514	26,902	98%
	<b>4,268,112</b>	<b>(175,000)</b>	<b>4,093,112</b>	<b>16,542</b>	<b>4,076,570</b>	<b>0%</b>	<b>3,840,099</b>	<b>3,856,641</b>	<b>236,471</b>	<b>94%</b>
<b>Direct Costs</b>										
Internet Access Fees	3,000	-	3,000	917	2,083	31%	1,963	2,880	120	96%
Software Support	506,363	(22,000)	484,363	60,951	423,412	13%	28,969	89,920	394,443	19%
Hardware Support	57,000	-	57,000	14,939	42,061	26%	22,491	37,430	19,570	66%
Repair - Maintenance	0	-	0	0	0	0%	-	0	0	0%
Software Purchases	30,000	-	30,000	24,020	5,980	80%	5,503	29,523	477	98%
Office Rent - Main Office	1,200,807	-	1,200,807	537,433	663,374	45%	557,666	1,095,099	105,708	91%
Office Rent - Satellite Office	56,000	-	56,000	23,472	32,528	42%	25,493	48,965	7,035	87%
Equipment Leases	511,247	-	511,247	193,976	317,271	38%	274,046	468,022	43,225	92%
Equipment Repairs	34,730	-	34,730	4,840	29,890	14%	9,612	14,452	20,278	42%
Insurance	183,985	-	183,985	178,626	5,359	97%	-	178,626	5,359	97%
Payroll and Bank Process Fee	34,500	-	34,500	9,664	24,836	28%	4,200	13,864	20,636	40%
Office Supplies	115,500	-	115,500	39,776	75,724	34%	71,379	111,155	4,345	96%
Office Maintenance	-	-	-	-	-	0%	-	-	0	0%
Small Office Purchase	496,095	2,700	498,795	79,237	419,558	16%	21,385	100,622	398,173	20%
Telephone Charges	90,526	-	90,526	24,584	65,942	27%	419	25,003	65,523	28%
Postage and Delivery	82,000	-	82,000	30,108	51,892	37%	40,067	70,175	11,825	86%
SCAG Memberships	97,814	-	97,814	65,104	32,710	67%	-	65,104	32,710	67%
Professional Memberships	10,980	-	10,980	2,811	8,169	26%	849	3,660	7,320	33%
Resource Materials and Subs	43,550	-	43,550	20,662	22,888	47%	66,595	87,257	(43,707)	200%
Depreciation - Furniture	5,000	-	5,000	4,831	169	97%	-	4,831	169	97%
Depreciation - Computer	40,000	-	40,000	18,883	21,117	47%	-	18,883	21,117	47%
Amortization Lease	0	-	0	956	(956)	0%	-	956	(956)	0%
Capital Outlay	44,000	-	44,000	-	44,000	0%	-	0	44,000	0%
Recruitment Notices	25,000	-	25,000	6,863	18,137	27%	24,203	31,066	(6,066)	124%
Public Notices	65,000	-	65,000	1,022	63,978	2%	-	1,022	63,978	2%
Staff Training	181,000	37,500	218,500	83,038	135,462	38%	68,077	151,115	67,385	69%
RC & Committee Meetings	22,000	-	22,000	5,786	16,214	26%	9,940	15,726	6,274	71%
RC Retreat	17,500	-	17,500	-	17,500	0%	-	-	17,500	0%
RC General Assembly	17,500	-	17,500	-	17,500	0%	-	-	17,500	0%

**Budget v. Actual and Encumbrances**  
Through November - 42% of Year

	Original Budget	Budget Changes	Revised Budget	Yr to Date		Pct of Bud	YTD		Pct of Bud
				Expenditures Thru Nov	Balance		Encumbrances	Plus Encumbrs	
Other Meeting Expense	46,500	5,000	51,500	5,969	45,531	12%	2,195	8,164	16%
Miscellaneous	168,583	-	168,583	8,816	159,767	5%	4,055	12,871	8%
RC Meeting Stipends	130,000	-	130,000	42,655	87,345	33%	-	42,655	33%
Letter of Credit Interest	75,000	-	75,000	0	75,000	0%	-	0	0%
Caltrans Rapid Pay Fees	1,000	-	1,000	450	550	45%	-	450	45%
Cash Contributions to Projects	346,839	(125,000)	221,839	0	221,839	0%	-	0	0%
Printing	190,000	4,500	194,500	6,153	188,347	3%	38,486	44,639	23%
Travel	305,400	10,000	315,400	80,216	235,184	25%	-	80,216	25%
Travel - Lod > Per Diem	3,000	-	3,000	813	2,187	27%	-	813	27%
Travel - Event Registration	28,800	-	28,800	24,705	4,095	86%	-	24,705	86%
NARC BOARD EXPENSE	3,500	-	3,500	-	3,500	0%	-	-	0%
RC Special Projects	18,000	-	18,000	162	17,838	1%	60,500	60,662	337%
RC Sponsorships	91,800	-	91,800	350	91,450	0%	13,449	13,799	15%
	<b>5,379,519</b>	<b>(87,300)</b>	<b>5,292,219</b>	<b>1,602,788</b>	<b>3,689,431</b>	<b>30%</b>	<b>1,351,542</b>	<b>2,954,330</b>	<b>56%</b>
<b>Fringe Benefits</b>									
Vacation Accrual Reconciliation	-	-	-	0	0	0%	-	0	0%
Severance Pay	-	-	-	0	0	0%	-	0	0%
Sick Leave Payback	-	-	-	0	0	0%	-	0	0%
Compensation Awards	-	-	-	0	0	0%	-	0	0%
Retirement - PERS	1,958,949	-	1,958,949	724,087	1,234,862	37%	-	724,087	37%
Retirement - PARS	58,045	-	58,045	29,605	28,440	51%	-	29,605	51%
Health Insurance	1,185,855	-	1,185,855	293,150	892,705	25%	-	293,150	25%
Dental Insurance	117,067	-	117,067	37,152	79,915	32%	-	37,152	32%
Vision Insurance	39,159	-	39,159	28,705	10,454	27%	-	10,454	27%
Life Insurance	95,000	-	95,000	27,269	67,731	29%	-	27,269	29%
Medical & Dental Cash Rebat	240,000	-	240,000	202,514	37,486	84%	-	202,514	84%
Medicare Tax	157,977	-	157,977	53,081	104,896	34%	-	53,081	34%
Tuition Reimbursements	5,000	-	5,000	1,000	4,000	20%	-	1,000	20%
Bus Passes	23,250	-	23,250	5,081	18,169	22%	-	5,081	22%
Carpool Reimbursements	4,120	-	4,120	1,085	3,035	26%	-	1,085	26%
Bus Passes - Taxable	54,000	-	54,000	25,180	28,820	47%	-	25,180	47%
Workers Comp Insurance	236,900	-	236,900	234,722	2,178	99%	-	234,722	99%
Misc. Employee Benefits	11,923	-	11,923	1,870	10,053	16%	-	1,870	16%
Unemployment Insurance	25,000	-	25,000	0	25,000	0%	-	0	0%
Deferred Comp Match	76,500	-	76,500	13,517	62,983	18%	-	13,517	18%
Benefit Administration Fees	3,500	-	3,500	832	2,668	24%	-	832	24%
	<b>4,292,245</b>	<b>-</b>	<b>4,292,245</b>	<b>1,660,599</b>	<b>2,631,646</b>	<b>39%</b>	<b>-</b>	<b>1,660,599</b>	<b>39%</b>
<b>Other</b>									
Soft Match Contributions	4,025,853	10,452	4,036,305	272,312	3,763,993	7%	-	272,312	7%
Exp - Local cash	165,625	5,000	170,625	0	170,625	0%	-	0	0%
Reconcile to Burden	(316,384)	103,255	(213,129)	0	(213,129)	0%	-	0	0%
	<b>3,875,094</b>	<b>118,707</b>	<b>3,993,801</b>	<b>272,312</b>	<b>3,721,489</b>	<b>7%</b>	<b>0</b>	<b>272,312</b>	<b>7%</b>
<b>Grand totals:</b>	<b>46,615,259</b>	<b>(381,249)</b>	<b>46,234,010</b>	<b>9,005,927</b>	<b>37,228,083</b>	<b>19%</b>	<b>19,591,230</b>	<b>28,597,157</b>	<b>62%</b>
								<b>2,631,646</b>	
								<b>17,636,853</b>	

# % of Budget Spent @ 42% of year



**Budget v. Actual and Encumbrances**  
**General Fund Only**  
**Through November - 42% of Year**

	Original Budget	Budget Changes	Revised Budget	Yr to Date Expenditures Thru Nov	Balance	Pct of Bud	Encumbrances	YTD Expenditures Plus Encumbrs	Balance	Pct of Bud
<b>Staff</b>										
Salaries	31,264	27,746.00	59,010	51,678	7,332	88%	-	51,678	7,332	88%
Fringe Burden	17,239	15,299.00	32,538	28,517	4,021	88%	-	28,517	4,021	88%
Indirect Burden	51,497	46,955.00	98,452	86,242	12,210	88%	-	86,242	12,210	88%
	<b>100,000</b>	<b>90,000</b>	<b>190,000</b>	<b>166,437</b>	<b>23,563</b>	<b>88%</b>	<b>-</b>	<b>166,437</b>	<b>23,563</b>	<b>88%</b>
<b>Consultant / Professional Services</b>										
SCAG Consultant	313,050	-	313,050	60,263	252,787	19%	213,752	274,015	39,035	88%
Legal Services	200,000	-	200,000	5,228	194,772	3%	88,648	93,876	106,124	47%
Professional Services	-	-	-	-	-	0%	-	-	-	0%
	<b>513,050</b>	<b>-</b>	<b>513,050</b>	<b>65,491</b>	<b>447,559</b>	<b>13%</b>	<b>302,400</b>	<b>367,891</b>	<b>145,159</b>	<b>72%</b>
<b>Regional Council Support</b>										
TRAINING	25,000	25,000.00	50,000	-	50,000	0%	-	-	50,000	0%
RC & Committee Meetings	22,000	-	22,000	5,702	16,298	26%	9,940	15,642	6,358	71%
RC Retreat	17,500	-	17,500	-	17,500	0%	-	-	17,500	0%
RC General Assembly	17,500	-	17,500	-	17,500	0%	-	-	17,500	0%
Other Meeting Expense	20,000	-	20,000	1,409	18,591	7%	41	1,450	18,550	7%
Miscellaneous	21,500	-	21,500	1,739	19,761	8%	396	2,135	19,365	10%
RC Meeting Stipends	130,000	-	130,000	42,655	87,345	33%	-	42,655	87,345	33%
Travel	40,800	10,000.00	50,800	9,652	41,148	19%	-	9,652	41,148	19%
Travel - Lod. > Per Diem	3,000	-	3,000	813	2,187	27%	-	813	2,187	27%
Travel - Event Registration	4,000	-	4,000	1,085	2,915	27%	-	1,085	2,915	27%
AMPO Board Expense	-	-	-	-	-	0%	-	-	-	0%
NARC BOARD EXPENSE	3,500	-	3,500	-	3,500	0%	-	-	3,500	0%
	<b>304,800</b>	<b>35,000</b>	<b>339,800</b>	<b>63,055</b>	<b>276,745</b>	<b>19%</b>	<b>10,377</b>	<b>73,432</b>	<b>266,368</b>	<b>22%</b>
<b>RC Special Projects and Sponsorships</b>										
RC Special Projects	18,000	-	18,000	162	17,838	1%	60,500	60,662	(42,662)	337%
RC Sponsorships	91,800	-	91,800	350	91,450	0%	13,449	13,799	78,001	15%
	<b>109,800</b>	<b>-</b>	<b>109,800</b>	<b>512</b>	<b>109,288</b>	<b>0%</b>	<b>73,949</b>	<b>74,461</b>	<b>35,339</b>	<b>0%</b>
<b>All Other Budget Categories</b>										
Payroll Bank Fees	4,500	-	4,500	2,017	2,483	45%	-	2,017	2,483	45%
Office Supplies	-	-	-	-	-	0%	-	-	-	0%
SCAG Memberships	22,614	-	22,614	7,614	15,000	34%	-	7,614	15,000	34%
Capital Outlay	44,000	-	44,000	-	44,000	0%	-	-	44,000	0%
Recruitment Notice	-	-	-	-	-	0%	10,000	10,000	(10,000)	0%
Letter of Credit Interest	75,000	-	75,000	-	75,000	0%	-	-	75,000	0%
Caltrans Rapid Pay Fees	1,000	-	1,000	450	550	45%	-	450	550	45%
Cash Contributions to Projects	346,839	(125,000.00)	221,839	-	221,839	0%	-	-	221,839	0%
	<b>493,953</b>	<b>(125,000)</b>	<b>368,953</b>	<b>10,081</b>	<b>358,872</b>	<b>3%</b>	<b>10,000</b>	<b>20,081</b>	<b>348,872</b>	<b>5%</b>
<b>Grand totals:</b>	<b>1,521,603</b>	<b>-</b>	<b>1,521,603</b>	<b>305,576</b>	<b>1,216,027</b>	<b>20%</b>	<b>396,726</b>	<b>702,302</b>	<b>819,301</b>	<b>46%</b>